

**Accounting Clerk** – Immediate opening for full-time Accounting Clerk.

The primary function of this position is to process and post incoming receivables to customer accounts, and to respond to customer inquiries.

**Responsibilities include:**

- Process and post incoming checks to customer accounts.
- Run transaction audits to proof & prepare daily deposits.
- Answer phone calls from customers concerning payments or balances owed.
- Receive credit card payments via the phone and post payment to the customer account.
- Process and apply miscellaneous credits and debits.
- Post electronic fund transfers from customers.
- Assist the team leader and other associates with special projects or as a backup.

Must have an excellent rapport when working with customers. Exhibit and maintain confidentiality. Able to work independently or within a team environment. Ability to use personal computers and applicable software. Associate accounting degree preferred.

Utica First conducts pre-employment screening examinations designed to prevent hiring individuals who use illegal drugs or individuals whose use of legal drugs indicate a potential for impaired or unsafe job performance. Any potential hire for Utica First will undergo screening for the presence of illegal drugs as a condition for employment. Utica First will not discriminate against applicants for employment because of past abuse of drugs.

Please apply for this job on-line or email resume and salary history to:

[employment@uticafirst.com](mailto:employment@uticafirst.com)

or

Mail to:

Utica First Insurance, PO Box 851, Utica NY 13503, attention: Accounting Manager

For more information please visit our website at [www.uticafirst.com](http://www.uticafirst.com)

**Utica First Insurance** is an established property and casualty Insurance company located in the Oneida County Industrial Park in Oriskany, NY. We have been in business for over 110 years. Utica First is an A rated company (Excellent) by AMBest.

Accounting/Customer Service, Administrative/Clerical, Insurance